



Instructions for CHAP Tax Credit Recompense

DEADLINE: July 15, 2014

1. Please completely fill out this application. Failure to do so will result in **delayed** processing **OR denial** of the recompense request. The City will attempt to obtain missing documentation if it is available.
2. Be sure to sign and date the application. Once again, failure to do so will result in **delayed** processing **OR denial** of the recompense request. Application must be received on or before July 15, 2014.
3. Attach a copy of your **July 2013 property tax bill** to the application. If you do not have it, you can find a copy of your tax bill on the City's website by typing your property's street address at:
<http://cityservices.baltimorecity.gov/realproperty/>.
4. Attach a copy of your **CHAP Tax Credit acceptance notice** from the State of Maryland Department of Assessments and Taxation. If you do not have this form, then the City of Baltimore will attempt to obtain it from the State of Maryland, but this will delay processing of your application. If you have **other correspondence that supports your request**, please attach copies of those as well. No documentation will be returned, so be sure to **send copies. DO NOT SEND ANY ORIGINALS.**
5. Please send completed application along with documentation by mail or e-mail.

Mail to:	E-mail to:
CHAP Tax Credit Recompense Billing Integrity Unit- Department of Finance 100 N Holliday Street Baltimore, MD 21202	Taxcredits@Baltimorecity.gov E-mailed documents must be in PDF format. For security purposes, no other formats will be accepted

You will be notified once your recompense request has been processed and a decision reached. If recompense is approved, you will receive a recompense request agreement form which must be signed and returned to the City in order to receive your compensation.

Application for CHAP Tax Credit Recompense

1. Block _____ Lot _____
(If you do not have this information, it can be found on your property tax bill or on the City's website by typing your property's street address at: <http://cityservices.baltimorecity.gov/realproperty/>)

2. Property Street Address: _____
(Number) (Street) (Unit) (Zip Code)

3. First Property Owner's Information: _____
Last Name, First Name

@ _____
Email address Daytime Phone Number

Second Property Owner's Information: _____
Last Name, First Name

@ _____
Email address Daytime Phone Number

4. Did you attach your July 2013 Property Tax Bill? ☐ Yes ☐ No
5. Did you attach the State Department of Assessments and Taxation notices? ☐ Yes ☐ No
6. Please **FULLY describe** your recompense request here. Your request must **make a case for compensation** AND you must also **document your request with evidence**. In describing your request, be certain to reference the appropriate supporting documentation. If more space is required, please attach additional pages. Finally, be certain to **attach copies** of your documentation, **DO NOT SEND ANY ORIGINALS**.

I hereby submit this request for compensation for CHAP Tax Credit. I further certify under penalty of perjury that all statements are true and accurate.

First Property Owner's signature

Date

Second Property Owner's signature

Date